



Barney and Bea Recreation Center: *The Basics*





Hours of Operation & Fees

- Hours of Operations:

	No Cost to Rent	Rental Fee Charged	Fee minimums
Monday-Thursday	8:00 am - 5:30 pm	5:30 pm – 9:00 pm	\$25/hour or any portion thereof
Friday	8:00 am - 5:30 pm	5:30 pm – midnight	\$25/hour w/ 2 hour minimum
Saturday	--	11:00 am - midnight	\$25/hour w/ 4 hour minimum

- A \$50 deposit is required from all customers to be fully refunded assuming Rec Center is appropriately cleaned up after event
- Customers can opt to pre-pay clean-up for \$20

** "Cleaned Up" means all tables wiped down, floor swept, and all trash bagged or in receptacles

Food and Catering

- Acceptable Catering Options:
 - Bring Your Own/Pot-luck – all food/beverage is from customer(s)
 - Informal, 'carry-out' catering (3 Brothers, Ledo's, Orion Deli and the like)
 - More formal, full-service catering
 - ILCreations is the GEWA-preferred full-service caterer
 - All full-service caterers must be licensed and insured
- Catering agreements are between event organizer and caterer; payment is directly to caterer
- Users have access to microwave and refrigeration

Beer and Wine

- GEWA and the Rec Center are not in the business of operating a bar
- BYOB – as many organizations have done over the years.
 - Can utilize bar space; walk-in refrigerator can be requested, during event time ONLY, to store & cool beer and/or wine
 - Customers must follow GPR1600.1 , on permission of Director of and Security notification; to be documented as part of Event Agreement
- Utilize services of caterer
 - Customers will be able to contract with ILC for beer, wine and bar-tending services. ILC has responsibility for managing beer/wine at event; customer contracts directly with ILC
 - For non-ILC catered events, caterers must be licensed and insured – customer is responsible for ensuring required documentation is provided to Rec Center prior to event
 - Customers must follow GPR 1600.1, on permission of Director of and Security notification; to be documented as part of Event Agreement

Event Agreement

- All events will have an signed agreement between the customer and GEWA, including:
 - Hours of event, size of event, deposit, & fees (if any)
 - Source of food and beverages to be served (including as appropriate, details of caterers providing the food/drink)
 - Room configuration
 - Audio-visual requirements & equipment needs
 - Any approval (management signatures) that may be needed (e.g., if beer and/or wine is to be served)
 - Approach to security if needed – at customer's expense (e.g., external gate open/close, security personnel, etc)